



FOREIGN AFFAIRS MANUAL

VOLUME 1 – Organization and Functions

Transmittal Letter: ORG-113

Date: July 1, 2002

1 FAM 210-BUREAU OF ADMINISTRATION (A), 1 FAM 280- BUREAU OF OVERSEAS BUILDINGS OPERATIONS (OBO), AND 1 FAM 320- BUREAU OF PUBLIC AFFAIRS (PA)

MAJOR CHANGES

1. Subchapter 1 FAM 210, *Bureau of Administration (A)*, is revised to reflect the deletion of A/FBO. It is also revised to reflect the transfer of the chairmanship of the Appeals Review Panel from the Bureau of Public Affairs (PA) to the Assistant Secretary for Administration. Editorial changes and formatting changes have also been made throughout.

2. Subchapter 1 FAM 280 (previously unassigned), *Bureau of Overseas Buildings Operations (OBO)*, reflects the internal reorganization and elevation of OBO, formerly A/FBO, to bureau status. Since this is a new subchapter with so much of the material changed from the former A/FBO FAM section, there is no italics.

3. Subchapter 1 FAM 320, *Bureau of Public Affairs (PA)*, is revised to reflect the deletion of the chairmanship of the Appeals Review Panel. Minor editorial changes have been made as well.

4. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

5. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

6. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity [see 2 FAM 1115.2].

FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy the text of the old 1 FAM subchapter 210 (issued under TL:ORG-98 dated 02-02-2001 - 60 pages) and replace it with the attached revised subchapter 1 FAM 210 (50 pages total).

2. Insert the new subchapter 1 FAM 280 (26 pages total) in its proper place within the binder.

3. Remove and destroy the text of the old 1 FAM 320 (issued under TL:ORG-103 dated 06-11-2001 – 16 pages total) and replace it with the attached revised subchapter 1 FAM 320 (16 pages total).

4. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:ORG-113, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual and Handbooks* (unclassified) official version can be found on State Department's Open Net site at <http://arpsdir.a.state.gov>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-government

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3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(A/EX)

(OBO/RM)